

ADMINISTRATIVE  
SERVICES

# WORKPLACE POLICIES



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# Chapter 1 – Welcome to Administrative Services

Whether you are new to Administrative Services or have been employed with us for some time, we hope you find your work and the business your division conducts rewarding. We are a very unique organization, and our employees are our most valuable asset.

This Workplace Policy Manual is intended to assist you in understanding the policies and procedures of the organization including any privileges or obligations of your employment. It is also intended to establish uniform and consistent policies and procedures where agency discretion is allowed. Therefore, it is very important for you to be familiar with the information found within this policy manual. Employees are expected to follow and adhere to the policies contained in this Workplace Policy Manual, and failure to do so could result in disciplinary action. The procedures, practices, policies and benefits described within may be modified or discontinued from time to time. We will do our best to inform you of any changes as they occur.

Some subjects in this manual are more thoroughly covered in the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations. This handbook is intended to cover policies and procedures not outlined in the aforementioned documents and should be used in conjunction with those documents. In the event the policies in this manual are in conflict with the NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, the provisions of the Labor Contract and/or Rules, or state and federal statutes, shall apply.

This Workplace Policy Manual does not create a contract, expressed or implied, and does not guarantee employment for any definite period of time. The Administrative Services Director has the final responsibility for determination and revision of these policies and procedures. The organization has the right to change policies and procedures to meet the needs of the organization or to conform to the Classified System Personnel Rules and Regulations and the NAPE/AFSCME Labor Contract.

You may access this Workplace Policy Manual at any time on the Administrative Services Human Resources Department website. Please contact the Human Resources Department at 402-471-4124 or 402-471-4605 with any questions you may have.

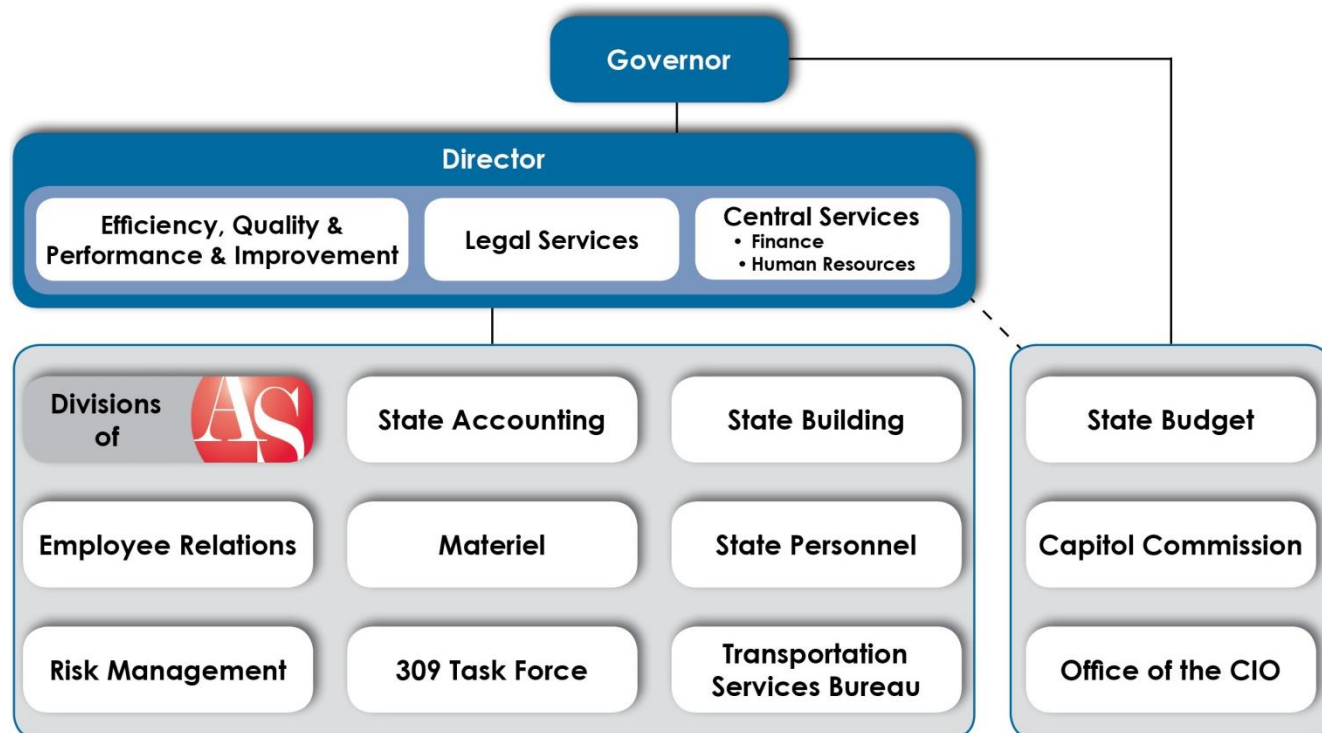
“The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.”

**-Vince Lombardi**

## Chapter 2 – Organizational Overview

Our organization is complex and consists of approximately 500 employees in 12 separate divisions. The Agency, sometimes referred to as the Organization, consists of Administrative Services, the Office of the Chief Information Officer, the Office of the Capitol Commission, and the State Budget Division. Our employees provide essential services to other state agencies in the areas of budget and accounting, job classification, information technology, buildings and property, workers compensation, the statewide vehicle fleet, insurance, and purchasing, to name just a few. Please view the chart below depicting the structure and divisions of the organization.

## Administrative Services



**For clarity, all divisions and organizations represented above are referred to as “the agency” and/or “the organization” in this handbook. The term “Agency Director” is used solely in this handbook to refer to the Administrative Services Director, the Chief Information Officer, the Capitol Administrator and/or the State Budget Administrator.**

Although our work groups are very diverse, a common thread is that we all provide services to other state and governmental agencies. For example, the Employee Relations Division, State Personnel Division, and Risk Management all provide external services which impact human resource operations within the state agencies. The Budget Division and State Accounting provide external services which impact budget, accounting and finance operations within those same state agencies.

However, there are internal administrative functions of a budget, finance, accounting and human resource nature that need to be performed within the organization that would not be performed by the externally focused work groups. Central Services consists of Central Finance and Human Resources Department, which are responsible for those internal administrative functions of a budgetary, finance, accounting, and human resource nature. All internal human resource issues and requests should be first routed through the Human Resources Department. These include, but are not limited to, recruitment and other hiring activities, classification and compensation issues, leave requests, and worker compensation claims. Similarly, all internal budgetary, finance, and accounting issues should be routed first through Central Finance.

Administrators or Agency Directors who wish to appeal human resource decisions and/or budgetary, finance, and accounting decisions should first work through the Central Services Administrator, and then, if the issue is not resolved, forward the concern to the Administrative Services Director.

In order to provide the best possible service the Human Resources Department is structured by function. Specific duties are listed below.

# AS HUMAN RESOURCES

Provides internal human resources services to all divisions of Administrative Services, Office of the Chief Information Officer, Office of the Capitol Commission and State Budget Division.

## HR Administrator

The HR Administrator provides program direction for all HR management functions, including the development, modification, implementation, and administration of internal AS agency-wide Human Resources and Communication goals, plans, policies, processes, standards, and criteria.

Recruitment & Selection	Training & Development	HR Services	Payroll & HRIS	Communications
<ul style="list-style-type: none"> <li>Coordinates recruitment and selection activities</li> <li>Coordinates temporary employment (SOS &amp; agency temps) and internship needs</li> <li>Monitors staffing levels</li> <li>Position Control</li> <li>Coordinates classification and compensation</li> <li>Conducts employment references</li> <li>Original probation</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates on-boarding (orientation) program</li> <li>Coordinates provisioning process</li> <li>Coordinates and implements learning and development (LMS)</li> <li>Coordinates and implements performance management process</li> <li>Responds to employee reference checks</li> </ul>	<ul style="list-style-type: none"> <li>Assists with grievance and discipline issues</li> <li>Coordinates all leave administration</li> <li>Assists with compliance and policy development</li> <li>Coordinates off-boarding process</li> <li>Coordinates Worker's Comp</li> <li>Coordinates unemployment claim processes</li> <li>Coordinates Employee Files conversion</li> </ul>	<ul style="list-style-type: none"> <li>Conducts bi-weekly &amp; monthly payrolls for AS, Governor's Office, Lt. Governor's Office &amp; NCIA</li> <li>Process new hires/terms</li> <li>Point of contact for ESS Time Entry/GLA monitoring</li> <li>Processes vacation rollbacks, leave adjustments, and interims</li> <li>Processes annual pay increases</li> <li>Conducts financial verifications</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates intra-agency special events (charitable giving, zoo drive, food bank functions)</li> <li>Coordinates recognition program</li> <li>Coordinates agency internet &amp; LINK site</li> <li>Coordinates intranet</li> <li>Coordinates, facilitates, plans, and implements agency communication and marketing initiatives</li> </ul>

## Chapter 3 – Employment Categories

All employees of the organization will fall into certain categories described in this section as a means to ensure proper payment, benefit accruals, and to determine the appropriate applicable work rules, policies, and terms and conditions of employment. Anyone with questions about these categories should contact the Human Resources Department for clarification.

### FLSA CATEGORIES

The Fair Labor Standards Act (FLSA) is a federal law which regulates wages paid to employees. All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status. These classifications do not guarantee employment for any specified period of time.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime and earn overtime pay for any hours worked in excess of 40 in the employee's work week.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Many IT positions are also exempt under the FLSA.

Employees with questions about their FLSA status may contact their supervisor or a Human Resources Department staff member.

### STATE OF NEBRASKA CATEGORIES

All employees working in the organization are in one of the categories listed below. Should questions exist about an employee's status, the Human Resources Department or an employee's supervisor should be consulted.

- **Probationary Employees** are new hires and in some cases, transferring employees who are placed on original probation upon hire for a minimum of six months. Original probation can be extended up to an additional six months. You should reference the applicable NAPE/AFSCME Labor Contract or Classified System Personnel Rules and Regulations for additional details regarding original probation employees and related rules.
- **Permanent Employees** fill permanent positions and work on an ongoing basis. Once an employee successfully completes their original probation, they become a permanent employee.
- **SOS Temporary Employees** are full time or part time employees hired for a limited period of time typically not to exceed one year (2080 hours). These employees are hired, paid by, and considered employees of the State Personnel Specialized Office Services (SOS) Program which is a temporary employment program, but performs work for the organization.
- **Agency Temporary Employees** are full time or part time employees hired for a limited period of time, typically not to exceed one year. The employee is hired, paid by and considered an employee of the organization. This includes on-call employees who work on an as-needed basis (but not permanent employees who work on-call). These positions temporarily fill an existing vacant permanent FTE (Full Time Equivalent).
- **Discretionary/Non-Classified Employees** fill positions that are considered at-will and which have no grievance rights or salary requirements. State statute limits how many positions fall in this category.

## LABOR CONTRACT COVERED GROUPS

The majority of employees working for the organization are covered under the NAPE/AFSCME Labor Contract, which is comprised of various bargaining units. All employees are assigned a job classification (title) with an associated code. Employees whose job classification code starts with an A, C, E, H, I, M, P, S or X (coverage codes) are covered under the NAPE/AFSCME Labor Contract. Each letter depicts a separate bargaining unit under the NAPE/AFSCME Labor Contract. Details about the types of jobs in these coverage codes follow:

- **A Administrative Professional:** Composed of professional employees with general business responsibilities, including accountants, buyers, personnel specialists, information technology personnel and similar classes
- **C Social Services and Counseling:** Composed of generally professional level workers providing services and benefits to eligible persons, including job service personnel, income maintenance personnel, social workers, counselors and similar classes
- **E Engineering, Science, and Resources:** Composed of specialized professional scientific occupations, including civil and other engineers, architects, chemists, geologists, and surveyors and similar classes
- **H Health and Human Care Professional:** Composed of community health, nutrition and health service professional employees, including nurses, psychologists, pharmacists, dietitians, licensed therapists and similar classes
- **I Health and Human Care Non-Professional Bargaining Unit:** Composed of institutional care classes, including nursing aides, psychiatric aides, therapy aides and similar classes
- **M Maintenance, Trades, and Technical:** Composed of generally recognized blue collar and technical classes, including highway maintenance workers, carpenters, plumbers, electricians, print shop workers, auto mechanics, engineering aides and associates and similar classes
- **P Protective Services:** Composed of institutional security personnel, including correctional officers, building security guards, and similar classes
- **S Administrative Support:** Composed of clerical and administrative non-professional classes, including typists, secretaries, accounting clerks, computer operators, office service personnel, and similar classes
- **X Examining, Inspection, and Licensing:** Composed of employees involved in inspecting, examining, or licensing people or facilities, including motor vehicle investigators, securities analysts, agriculture inspection specialists, health licensing specialists and similar classes

## CLASSIFIED SYSTEM PERSONNEL RULES COVERED GROUPS

Employees whose job classification code starts with a G, K, V, R, or N are not covered under the NAPE/AFSCME Labor Contract. Rather, these employees are covered under the Classified System Personnel Rules and Regulations with the exception of any position whose code starts with an N. Details about the types of jobs in these coverage codes follow:

- **G Management Group:** Composed of jobs performing senior policy making and higher level managerial/administrative functions essential to the overall mission of the agency, board, or commission
- **K Confidential Group:** Composed of specific positions at any occupational level which handle information or provide advice pertinent to the development, negotiation, and/or interpretation/application of labor contracts, or issues related to such agreements, including human resource administrators, personnel managers/specialists, and similar jobs
- **V Supervisory Group:** Composed of supervisors as defined in Nebraska Revised Statute §48-801. This statute defines a supervisor as any employee having authority, in the interest of the employer, to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them or to adjust their grievances, or to effectively recommend such action, if in connection with the foregoing. The exercise of such authority is not a merely routine or clerical nature, but requires the use of independent judgment

- **R Temporary Group:** Composed of positions and job classes staffed by employees who are hired for a limited period of time and are not working on an on-going and continuous basis. This includes SOS temporary employees and agency temporary employees
- **N Non-Classified:** Composed of specific positions, job classes or occupations not covered by the Classified System Personnel Rules and Regulations or a labor contract. Positions which are coded N, are considered as discretionary or at-will and do not have grievance rights. These positions serve at the pleasure of the appointing authority

These codes are important and serve as your guide as you read the remainder of this manual so that you know which documents to reference for additional information. Should you have any questions about whether you are covered under the NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, please contact your immediate supervisor, or the Human Resources Department.



## Chapter 4 – Code of Conduct

The success of our organization is dependent on the trust and confidence we earn from our employees, customers, and constituents. We gain credibility by adhering to our commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the organization's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to *say* what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do. As such, employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect
- Ensure that personal relationships do not influence personnel decisions, and avoid even the appearance of impropriety, bias, or conflict of interest
- Immediately report to your supervisor any situation where a conflict of interest could be perceived
- Maintain appropriate relationships with co-workers, customers, and management
- Deal fairly with the organization's customers and other employees and do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications
- Ensure proficiency, quality and accuracy while completing assigned duties
- Report expenses accurately and honestly
- Abide by state and federal laws and the rules and regulations which cover your employment and the work you do
- Ensure that personal appearance (including hygiene), work areas and stations portray professional standards
- Report violations of the code of conduct and ethics to a supervisor, manager, administrator or Human Resources Department

# Chapter 5 – Recruitment & Selection Policy

## OVERVIEW

The organization seeks to select qualified individuals who best fit the needs and requirements for all job vacancies. Work areas are responsible to determine whether or not to fill a vacancy. The Human Resources Department is responsible to assist supervisors/managers within the work area with posting and filling agency positions.

## HIRING PROCESSES

### Vacancy Announcements

Vacant positions will be posted by the Human Resources Department in accordance with the applicable NAPE/AFSCME Labor Contract and/or Classified System Personnel Rules and Regulations. Current job postings are found on the State Personnel website. Jobs may also be posted in other publications, websites, and/or approved social media sites. The Human Resources Department posts the job posting on the state website for a minimum of seven calendar days for internal postings (only current Administrative Services employees may apply) and six working days for external postings (open to anyone interested in applying).

Supervisors/managers are responsible to provide the Human Resources Department the necessary job related information to be included in the job posting. Job postings must include the essential duties and position description, requirements, qualifications, knowledge, skills, and abilities required (related to essential duties), education/experience, and any required licenses or certificates. Preferences (preferred qualifications) should also be included.

Use of supplemental questionnaires is optional. If used, however, the following is recommended:

- The questionnaire can be used to score applicants, thus it works best when each question is given a weight
- The questionnaire may be used to eliminate candidates who do not possess the minimum qualifications of the position
- This can save time due to eliminating the need to visually review every application
- The questionnaire can be used to flush out the candidates who possess “preferred” qualifications. By asking if an applicant possesses preferred qualifications through questions that are rated, the time to review applications should be reduced, because those that possess the preferences should score higher and rise to the top of the pool

Use of the supplemental questionnaire may also limit the number of applications the hiring manager may receive.

### Hiring Permanent Employees

Employees who are interested in applying for an agency position must do so by the closing date. Only applicants meeting the posted minimum qualifications for a position will be considered.

Prior to applications being sent to the Hiring Supervisor, all other screening and selection devices must be developed. Human Resources staff is available to assist hiring supervisors with the development of these devices which may include, but is not limited to: application review, phone interview questions, in person interview questions, scoring mechanisms, and/or testing. All screening and selection devices should be approved by the Human Resources Department. Once applications are supplied to the Hiring Supervisor, screening and selection devices cannot be changed.

The same screening and selection devices must be used for all candidates and the same questions shall be asked of all applicants interviewed for a job posting. Follow-up questions can be used to clarify responses or obtain needed information.

Veterans will be given preference in accordance with legal requirements. Human Resources staff will determine which applicants are eligible and will work with hiring supervisors accordingly to ensure the appropriate preference is applied.

Human Resources staff will assist the Hiring Supervisor with screening applicants. The Hiring Supervisor is responsible for documenting job related reasons why minimally qualified applications are not being interviewed. Human Resources staff is also available to assist with or conduct brief phone interviews as a means to narrow down candidates to a group to be brought in for in-person interviews.

The Hiring Supervisor shall determine the hiring panel. Human Resources staff is available to assist with this process and will also participate in interviewing, if requested. It is recommended that no less than three individuals, including the direct supervisor of the position, participate in interviewing applicants using the pre-developed screening and selection devices.

The Human Resources Department or their designee is responsible to ensure that applicants complete and sign the required background check authorization form prior to interviewing. The Hiring Supervisor shall not review this form; rather, will forward it to the Human Resources Department to be included in the hiring file, and to be used only in the event a candidate becomes a finalist.

The Hiring Supervisor and/or hiring panel will assess the interviewed applicants, determine the top candidate(s), and document the reasons for that determination. Human Resources staff will conduct any background, Motor Vehicle Record (MVR), education, and/or reference checks prior to making a job offer. Any job offers made will be contingent upon successful completion of these actions.

All hiring packets, notes, forms and/or other documentation shall be forwarded to the Human Resources Department to be filed and retained in accordance with retention schedules.

### Hiring Temporary Employees and/or Interns

In the event that your work area has the need to hire a temporary employee or intern, a request must be submitted through the Human Resources Department. Temporary employees or interns must meet the minimum qualifications of the position, which will be determined by a supervisor with assistance from the Human Resources Department.

In order to hire an “agency temporary” employee, the division must have a vacant position for the temporary to fill as Personal Services Limitation (PSL) will be used to pay the employee. Divisions should work closely with the Human Resources Department when hiring an agency temporary to ensure that the applicant meets the minimum qualifications of the position, and successfully completes any references or criminal background checks. Information that should be submitted to the Human Resources Department to acquire a temporary employee should include:

- Position Number (for Agency Temporaries only)
- Job classification
- Number of temporary employees needed
- Work hours
- Beginning and ending dates of temporary assignment
- Supervisor of temporary position

The Specialized Office Services (SOS) Program offers an opportunity to hire temporary employees that are paid through operating expenses. Prior to hiring a qualified applicant, references and a criminal background check will be performed by the SOS Program staff.

Although SOS Program staff may contact supervisors regarding performance of an SOS temporary in a work area, any requests to replace, add, remove or extend an assignment of an SOS temporary employee should be done through the Human Resources Department. Supervisors should contact the Human Resources Department or designee to facilitate these actions.

### **Notification of Unsuccessful Applicants**

Human Resource staff will coordinate the outcome of the selection process with all applicants.

### **Application**

Any employee found to have falsified or omitted relevant information concerning education, work history or other qualifications on the employment application to work for the organization will be subject to disciplinary action up to and including termination of employment.

## **INTER-AGENCY INTERVIEWS**

Employees who interview for a position within the organization are allowed up to two hours of work time to interview if the interview time cuts across normal work hours, provided supervisor's approval is obtained. Travel expenses are the employee's responsibility unless they have been granted written approval from the Agency Director.

## **ORIGINAL PROBATIONARY PERIOD**

The probationary period is part of the selection process. It is a time for you to adjust to your new position in the organization and for your supervisor to determine your ability to satisfactorily perform assigned duties and responsibilities. Please reference the applicable NAPE/AFSCME Labor Contract and/or Classified System Personnel Rules and Regulations for additional specific information.

## **NEW HIRE ORIENTATION**

Newly hired employees are expected to attend New Employee Orientation provided by the Human Resources Department for purposes of completing necessary paperwork; to receive important information about the organizational structure, policies and procedures, employee benefits, employee responsibilities, pay processes, and to begin the process of the employee acclimating to the organization.

## Chapter 6 – Employee Benefits

### INSURANCE BENEFITS

The State of Nebraska offers comprehensive insurance benefits to permanent, full time employees. Part time permanent employees who work 20 or more hours per week are also eligible for insurance benefits at a pro-rated cost. Participation in the State's insurance programs is voluntary. Newly hired employees need to elect (sign up) for benefits within 30 days of employment. Coverage begins on the first day of the month following the first 30 days of employment.

#### Health, Dental & Vision Benefits

Employees decide what type of health coverage is appropriate for their needs and pay a percentage of the premium while the State pays 79% of the health insurance premium. The health insurance benefit offers several different plans that vary in coverage with deductibles, copays and co-insurance. These plans are subject to change from year to year. Each person should review all the features provided in each of our plans to select a package best suited for their particular situation.

Vision and dental insurance are also available. The employee pays the full premium.

#### Flexible Spending Accounts

Two types of Flexible Spending Accounts (FSA) allow permanent employees to pay for certain out-of-pocket expenses with "pre-tax" dollars:

- Medical Care FSA: for certain out-of pocket health care expenses that are not covered, or only partially covered, by the health plan.
- Dependent Care FSA: for day care expenses for eligible dependents.

#### Health Savings Account

The State offers employees who elect the Consumer Focused Health Plan the opportunity to open a Health Savings Account (HSA). An HSA is a personal bank account that you own, and it allows you to save money out of each paycheck on a pre-tax basis. You can use the money you save in your HSA to pay for qualified medical, dental and vision expenses, such as doctor visits, prescriptions and hospital visits.

#### Accidental Death and Dismemberment Insurance

The State offers Accidental Death and Dismemberment (AD&D) insurance that pays benefits if you die or suffer certain serious injuries as a result of an accident. AD&D insurance provides coverage on your life while you are employed by the State. AD&D benefits are based on a Principal Sum, which is \$5,200. The AD&D benefit is paid based upon the type of loss you suffer. The benefit for loss of life will be paid to your beneficiary and all other benefits will be paid to you.

#### Life Insurance

The State offers a \$20,000 term life insurance policy at no cost, to all permanent, full time employees and, at a pro-rated cost to permanent, part time employees. Permanent employees may elect to purchase additional life insurance coverage for themselves and their dependents during open enrollment periods.

### Long Term Disability

The State also offers long-term disability insurance at the employee's cost which offers a tax-free monthly benefit in the event an employee becomes disabled or is unable to work due to illness or injury.

### Changing Your Benefits

Employees must enroll within 30 days of hire should they desire benefits listed above. Any employee may also enroll or make benefit election changes during the State's annual open enrollment. Benefit years coincide with the fiscal year which runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

The only other time an employee is allowed to add, drop, or change any health and medical benefits is if a qualifying event occurs. Qualifying events include change of status, adoption, marriage, divorce, legal separation, change in employment of spouse, and/or birth or death of a dependent. It is critical that the Human Resources Department is notified of any qualifying event as soon as possible. **Employees have 30 days from the date of the qualifying event to make any changes. Per federal regulations, there is no latitude for missed deadlines.**

## OTHER BENEFITS

### Retirement/Deferred Compensation

The State of Nebraska offers a mandatory retirement plan which is effective immediately upon hire. State employees hired on a permanent part time basis, who have attained the age of 18, may opt to participate in the plan immediately.

Permanent employees contribute 4.8% of gross wages to their retirement plan, which begins with the first paycheck. The State matches 156% of the employee contribution.

A Deferred Compensation Plan is voluntary and is also available to State employees. Under the provision of this voluntary supplemental retirement plan, employees may request the State defer payment of a portion of their income to a later date. Deferred Compensation is available to any employee and can be started and stopped at any time.

### EAP (Employee Assistance Program)

Employees may experience personal issues that impact their lives. To assist employees, the organization provides EAP services to employees. The EAP provides many services including confidential counseling and referral services for employees and their families. Sick leave is allowed to be used for EAP appointments during work hours. Contact your supervisor or a Human Resources representative should you desire information about the EAP services.

### Employee Discount Program

Employees may only receive employee discounts through an approved program per state statutes. Visit the State Personnel Division's Employee Discount Program website for additional information regarding the program, discount opportunities available, and to sign up for discount opportunities.

### Credit Union \*

Employees may become a member of the Nebraska State Employees Credit Union. Some services offered include checking and savings accounts and loans. To apply for membership, visit the Credit Union's website at <http://www.nsecu.org/ASP/home.asp>. The Credit Union main office is located at 330 South 16<sup>th</sup> Street in Lincoln, Nebraska and can be reached toll free at 1-800-227-5965.

\* ADMINISTRATIVE SERVICES DOES NOT ENDORSE THIS PARTICULAR CREDIT UNION OR ANY OTHER CREDIT UNION. THE NSECU IS A PRIVATE ENTITY AND IS NOT A UNIT OF STATE GOVERNMENT. IT IS THE SOLE INTENT OF ADMINISTRATIVE SERVICES TO MAKE EMPLOYEES AWARE OF NSECU AS A BANKING OPTION AVAILABLE TO STATE EMPLOYEES.

## LEAVE

### Holiday Leave

The State of Nebraska offers 12 paid holidays to permanent employees.\*

New Year's Day	Labor Day
Martin L. King Jr. Day	Columbus Day *
President's Day	Veteran's Day
Arbor Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Part time employees use holidays on a prorated basis. Employees must be in an approved paid status the day before and day after an observed holiday in order to be paid for the holiday.

\* EMPLOYEES IN THE E BARGAINING UNIT DO NOT RECEIVE THE COLUMBUS DAY HOLIDAY.

### Sick & Vacation Leave

All permanent employees earn paid vacation and sick leave time. Earning of leave begins immediately upon employment and may be requested as soon as it is earned subject to the provisions of the remainder of this section.

Refer to the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for accrual schedule, scheduling, balancing, and payout of leave upon termination of employment.

### Advancement of Leave

The Agency Director may approve advancement of sick and/or vacation leave under extenuating or compelling circumstances. Any leave advancement shall not exceed 80 hours per calendar year (prorated for part time employees). Employees shall reimburse the State for all unearned sick and/or vacation leave used upon separation.

### FMLA (Family Medical Leave Act)

The Family Medical Leave Act is a federal law which allows for an employee to take time off of work in certain circumstances while protecting the employee's job and their insurance benefits. FMLA leave is time off from work for qualifying medical reasons affecting the employee and covered family members. Employees may use accrued leave time for all or part of the time off under FMLA, provided the necessary criteria is met.

The applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations can be referenced for additional information regarding eligibility and conditions for use. The Human Resources Department may also be contacted for additional information and how to apply for this leave.

### Catastrophic Illness Leave

If you experience a catastrophic event, you may be eligible for catastrophic leave donations. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty work days during a six month period. Refer to the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for information on eligibility, conditions and donating to other employees.

### Bereavement or Funeral Leave

Up to five days of bereavement (funeral) leave may be granted to you in the event of a death of an immediate family member. For purposes of this section, immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child (including foster child), grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee. Step-persons bearing these relationships are included. At the Agency Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

### Civil Leave

All employees are eligible for paid civil leave. For detailed information regarding Jury Duty, Election Board Duty, Voting Time, Court Appearances and Disaster Relief, please reference the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations.

### Military Leave

Military leave shall be granted in accordance with applicable federal and state laws. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule to their supervisor as soon as it is available from the Military Unit. Where practicable, the organization shall allow the employee to flex his/her work schedule to accommodate Unit Training Assembly (drill) schedules. Please reference the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for specifics.

### Leave Without Pay/Leave of Absence

Employees may request an unpaid leave of absence for up to one year in certain circumstances. This request must be in writing and approved by the Agency Director or designee. Business and organization needs will be a consideration when determining whether to approve leave of absence requests.

Employees in a leave without pay or on an unpaid leave of absence that exceeds 30 days, which is not an approved FMLA absence, will experience a loss in benefit coverage.



## Chapter 7 – General Employment Policies

### NEPOTISM

Except as authorized by state law, employees shall not hire, promote, supervise, advance or recommend the hiring, promotion or advancement of a family member in state government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild or grandparent, by blood, marriage or adoption. Supervisor means an individual having the authority to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or adjust their grievances, or effectively to recommend any such action if the authority is not merely a routine or clerical nature but requires the use of independent judgment.

If a state official or employee becomes a supervisor of a family member, that supervisor must notify the Agency Director in writing within 7 days of becoming aware of the situation.

The Administrative Services Director may grant an exception to the prohibition against nepotism or the prohibition against supervision of a family member or take action to remedy the supervisory situation. If an exception is granted, the Administrative Services Director must file the following with the Accountability and Disclosure Commission:

1. A copy of the notification from the employee
2. A written showing of good cause for the exception
3. Any written decision of the Administrative Services Director

### NON-FRATERNIZATION POLICY

The organization encourages a collegial and supportive atmosphere for its employees. Additionally, the organization seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace that could potentially result from romantic or close personal relationships between employees and their supervisor or manager.

To that end, organization management and supervisors shall not fraternize with, date, or become romantically involved with employees or others within their span of control. Management and supervisors shall not engage in any other form of relationship with subordinate employees which creates the appearance of favoritism or special treatment to any subordinate employee within their span of control.

Employees are allowed to date, be married to, and/or have close personal relationships with other employees who are not in their supervisory chain of command provided the workplace behavior exhibited is professional and does not violate any other policies found within this Workplace Policy Manual.

Failure to follow this policy may lead to disciplinary action up to and including termination of employment.

### CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the organization may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

**Conflicts of interest could arise in the following circumstances:**

- Hiring or supervising family members or closely related persons
- Serving as a board member for an outside commercial company or organization
- Owning or having a substantial interest in a competitor, supplier or contractor

- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all employees
- Using or attempting to use their position to secure privileges or exemptions for themselves, family members, or others
- Taking official action or making an official decision which could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resources Department.

If you believe you have a conflict of interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of your duties in the public interest you shall notify, in writing, your immediate supervisor and the Nebraska Accountability and Disclosure Commission. The written notification will describe the potential conflict of interest. An employee who has an actual conflict of interest as determined by the Nebraska Accountability and Disclosure Commission will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Employees failing to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission will be subject to disciplinary action.

## **SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS**

Administrative Services does not endorse any company, product or services. Administrative Services allows very limited activities in this area.

Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by hanging flyers on bulletin boards or placing brochures on tables in common areas. Employees are not allowed to distribute solicitation materials to individual work stations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes and shall not use the State's email system or state computer or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this policy should be brought to the attention of management or the Human Resources Department immediately.

## **GIFTS**

Administrative Services employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state. For purposes of this policy, a gift is defined as:

"...payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore. Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska."

Based on the type of work an employee is engaged in specific statutes may apply in relation to the acceptance of gifts.

## **INTELLECTUAL PROPERTY**

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to computer code, computer applications, proposals, manuals or white papers. Any outside financial gain or other benefits from work products developed while working for the state is prohibited.

## **LEGAL CHARGES OR CONVICTIONS**

Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony other than a minor traffic violation) or that have been charged or convicted of an offense related to their duties are expected to report the charges or convictions to their immediate supervisor before their next scheduled work shift. Supervisors shall then notify the Human Resources Department.

## **POLITICAL ACTIVITIES**

An employee may engage in any political activities except that:

- An employee will not participate in political activities while on State (work) time or while performing official State duties
- No employee will engage in political activity while wearing a uniform issued by the State
- No employee will use or authorize the use of state personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law
- An employee whose position is partially or entirely funded with federal money and is covered by the federal Hatch Act is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties)

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office and such office presents a conflict of interest with the employee's job or interferes with the employee's scheduled work hours, Administrative Services has authority to change the terms and conditions of employment, up to and including, termination of employment.

## **OUTSIDE EMPLOYMENT**

Employees who engage in outside employment are required to complete an Outside Employment Form and submit it to their immediate supervisor, who is responsible to forward the form to the Human Resources Department.

Activities and conduct including outside employment away from the job must not compete with, conflict with or compromise the organization's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time. This prohibition also extends to the unauthorized use of any organization tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are encouraged to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the organization determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave or FMLA to fulfill any outside employment obligations.

## **EMPLOYEE DRESS, APPEARANCE & HYGIENE**

It is important for all employees to project a professional image while at work by being appropriately attired. Employees are expected to be neat, clean and well groomed while on the job. Clothes should be free of holes and wrinkles. Proper hygiene is also required.

Clothing must be consistent with the standards for a professional work environment and must be appropriate to the type of work being performed in accordance with their own particular work area. Appropriate can be defined as casual, business casual, professional, uniforms required by a specific work unit, or other style appropriate for the type of work performed and extent of customer contact.

Administrators and managers will be responsible for defining what is appropriate for particular work areas under their direction, including the necessity for protective clothing related to safety sensitive jobs.

As a general policy: any revealing clothing such as: spandex, halter/strapless tops, tank tops/camisoles worn without an additional outer layer of clothing, muscle shirts, miniskirts, low-waist pants, or pants worn low enough to become revealing are not considered appropriate attire for the workplace. In addition, flip flops, sweatpants, athletic/workout clothing (other than polo shirt), and any attire displaying vulgar pictures or words including swear words, and/or tobacco, drugs and/or alcohol images are not allowed to be worn in the workplace during work time. Disregarding this policy may be cause for disciplinary action, which may result in termination.

## **EMPLOYEE RECORDS**

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

An employee's personnel and medical files are available for inspection by the employee at the Human Resources Department. Employees should contact the Human Resources Department to make an appointment to view their personnel or medical file. Under no circumstances will personnel or medical files be removed from the Human Resources Department for review.

Please ensure that you update your records in the following situations:

- Change of address or phone number
- Change of person to notify in case of an emergency
- Change in your legal name (Note: your name in the payroll system must match exactly that shown on your social security card)
- Change in marital status
- Change in W-4 filing status or state or city of tax residency
- Change in insurance beneficiary or covered dependents

All records of a medical nature should immediately be forwarded to the Human Resources Department and should not be kept by supervisors or managers. Such records include but are not limited to: return to work forms, doctor's notes, FMLA paperwork, or ADA related paperwork.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under proprietary electronic transmission, internet/intranet policies and security systems. Participants in employee benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

## **CONFIDENTIALITY**

The agencies, employees, and others with whom we do business entrust Administrative Services with important information which may be confidential. All information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

Further, employees are expected to only access the records and information that are needed to do their jobs or when they have a need to know. Although individuals or organizations may have a right to this information, Administrative Services employees will not disclose confidential information and will forward any requests to their immediate supervisor.

Any employee with access to protected health information, or PHI, is expected to comply with HIPAA rules and regulations.

## **PERSONAL BUSINESS**

Employees should do their best to take care of personal business before or after their scheduled work shifts or on days off. Employees may conduct personal business during paid breaks only with permission and on their unpaid lunch break.

## **USE OF STATE RESOURCES**

State resources are to be used for state business purposes only. State resources should not be used for personal business, non-state sponsored charity or volunteer work, school work, clubs, or other matters that are not related to, or a benefit to an employee’s work for the organization or programs or services of any other state agency. State resources include any items purchased or leased with state or federal funds. State resources include, but are not limited to: work space, utilities, computers, phones, fax, copy machines, internet, email, office supplies, postage, and furniture. Paid time of employees is also considered a state resource.

Internet, state-provided equipment (e.g., cell phone, laptops, computers, and tablets) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

## **ELECTRONIC COMMUNICATION AND INTERNET USE**

The following has been established for using the internet, state-provided cell phones, tablets, e-mail, and instant messages in an appropriate, ethical and professional manner:

All computer, internet, and statewide network usage will be guided by the State of Nebraska Acceptable Use Policy (NITC 7-101) which can be found on the Nebraska Information Technology Commission (NITC) website: <http://www.nitc.ne.gov/standards/index.html> or from the Human Resources Department.

The following actions are prohibited:

- Employees may not transmit or knowingly receive or store threatening, obscene, or harassing material; use disparaging, abusive, profane or offensive language; create, view or display materials that might adversely or negatively reflect upon the organization or be contrary to the organization's best interests; or engage in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and state-provided equipment such as cell phones and laptops.
- Employees shall not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees shall not use the system in a way that disrupts its use by others. Employees are prohibited from sending or receiving files that are not related to work.
- Employees shall not use the internet, state-provided equipment (e.g., cell phone, laptops, computers, and tablets) and/or services to transmit, retrieve or store any communications of a defamatory, discriminatory, harassing or pornographic nature.

All state-supplied technology and related work records belong to the organization and not to the employee. The organization may monitor use of any state-supplied technology such as cellular phones, tablets, laptops or other devices. Inappropriate or illegal use of state-supplied equipment or devices may be subject to disciplinary action up to and including termination of employment.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation and may also be requested as a part of the public records statutes. Be aware of this possibility when sending e-mail within and outside the organization.

State e-mail and instant messaging may be used for limited essential personal business such as communication to children at home, doctors, day care centers, schools, and/or to family members to inform them of unexpected schedule changes. Essential personal business shall not include use of the State Communications System for personal financial gain or campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. These uses are prohibited.

## **PHONE USAGE**

Use of the State's telecommunications systems for essential personal business is expected to be kept to a minimum and to not interfere with the conduct of state business. Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal debit or credit card. All calls must be placed in a manner that does not result in the state being billed. State issued telephones may be used for limited essential personal business such as calls to children at home, doctors, day care centers, schools, and/or to family members to inform them of unexpected schedule changes. Reimbursement for calls which incur charges may be required to comply with state statute.

Use of personal cell phones, tablets, or other electronic communication devices shall be restricted to break times and/or lunch times unless permission is granted by your supervisor.

## USE AND OPERATION OF MOTOR VEHICLES

### Driving Rules for **ALL EMPLOYEES WHO DRIVE ON STATE BUSINESS**

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by your supervisor. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify their supervisor in the event they are taking medication, or have a medical condition which would interfere with the safe operation of a motor vehicle
- Follow all safety and use rules contained within the Transportation Services Bureau Policy and Procedure Manual
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion
- Do not operate a vehicle under the influence of drugs or alcohol
- Do not use radar detectors and/or wear headsets while operating a vehicle
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition
- Refrain from transporting any passengers not authorized by management
- Refrain from running personal errands while operating a State owned vehicle
- Display the highest level of professional conduct while driving on State business
- Refrain from smoking or using tobacco products in State owned vehicles
- Maintain a valid operator's license
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used
- Report all accidents which occur as soon as practicable

Employees are required to report any accident which occurs while driving on State business to their supervisor immediately, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Supervisors are expected to notify the Human Resources Department of these actions as soon as practicable, and the Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

When utilizing a vehicle that is a part of the Transportation Services Bureau (TSB) fleet, both the "Use and Operation of Motor Vehicles" policy found in this manual and the policies found in the TSB Policies and Procedures manual shall be followed. Regardless of policies found in this manual, all employees shall comply with the TSB Policies and Procedures. For information or questions related to the TSB Policies and Procedures, please call 402.471.2897 or refer to the TSB website.

### **Additional Requirements for Employees who drive as an ESSENTIAL JOB FUNCTION**

Employees who are required to travel on State business in order to perform the essential functions of their job may use a State owned vehicle or personal motor vehicle (with supervisor permission) to conduct the State's business. When operating a motor vehicle while conducting the State's business, employees are responsible for driving in a safe, legal, and defensive manner. Administrators and managers shall communicate to the Human Resources Department which employees are required to operate a motor vehicle in order to perform the essential functions of their job.

Human Resources staff must verify that employees who operate a motor vehicle in order to perform the essential functions of their job:

- Possess a valid driver's license
- Have completed a State approved defensive driving course within the last 24 months
- Have reviewed the Transportation Service Bureau Policy and Procedure Manual
- Possess an acceptable driving record as further defined below
- Possess the minimum liability insurance required by Nebraska statute, when driving a personal vehicle on State business

Verification of these items may include obtaining copies of documents. All driving records are considered private and shall be kept in the employee's confidential personnel file. If these verifications are complete and the criteria are met, the Human Resources Department will place you on an Acceptable Driving List. Employees shall not drive on State business unless they are on this list.

Employees who operate a motor vehicle in order to perform the essential functions of their job are required to maintain the above criteria to continue driving. The organization will review the motor vehicle driving record of these employees every 24 months, or more frequently, if the organization becomes aware of reasons which justify more frequent review. Employees are expected to comply with verification requests.

Generally, an acceptable driving record consists of a loss of no more than eight points during the last 24 months. Driving records will be reviewed through an assessment conducted by Human Resources staff which includes obtaining and reviewing your driving record from the Nebraska Department of Motor Vehicles. If the results of the review indicate that an employee has not or is not demonstrating a pattern of safe driving practices or is not able to legally or safely operate a motor vehicle, the employee may be prohibited from driving on State business and/or subject to disciplinary action up to and including termination. Additionally, the following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide
- Reckless driving and/or careless driving and/or willful reckless driving
- Driving under the influence of alcohol or any drug
- Revocation or suspension of driver's license and/or driving on a suspended or revoked license
- Hit and run and/or failure to stop and render aid and/or report an accident
- Recent and frequent loss of points or moving violations/citations

Employees are required to report any accident which occurs while driving on State business to their supervisor immediately, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Supervisors are expected to notify the Human Resources Department of these actions as soon as practicable, and the Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

Employees who hold positions which require a Commercial Driver's License (CDL) are responsible to follow all State and Federal regulations pertaining to such licensure.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

Job offers for positions where driving is an essential job function will be made conditional upon determination that the applicant has an acceptable driving record.



## **SMOKING POLICY**

In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices in all areas occupied by organization employees. All work and break areas, State owned motor vehicles, public spaces including, but not limited to: offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this policy may result in disciplinary action up to and including termination.

## **CONTINUOUS SERVICE DATE AND ADJUSTMENTS**

An employee's continuous service date (a.k.a. adjusted service date) is the date of hire and determines an employee's leave accrual and seniority date. The service date for rehired employees will be adjusted by the number of calendar days absent if re-employed within five calendar years. This date will also be adjusted for suspensions without pay, unauthorized leaves of longer than one day, and leaves of absence that exceed 10 working days. Employees returning to work after a break in service of more than five calendar years shall start with a zero sick leave balance and shall be considered a new employee for service date purposes.

## **TELECOMMUTING**

Telecommuting allows an employee to work at home or in a satellite location for all, or part, of their regular workweek. It is not an entitlement or a benefit and in no way changes the terms and conditions of employment. Supervisors who wish to allow an employee to telecommute shall first contact the Human Resources Department for consultation and provide reasons why they believe it will be beneficial. Telecommuting is only allowed with permission from the Agency Director or designee and the Agency Director and/or designee may revoke any telecommuting arrangement at any time.

## **EMPLOYMENT ELIGIBILITY**

Under the Immigration Reform and Control Act of 1986, it is unlawful for employers to recruit, hire, or continue to employ illegal immigrants in the United States. Each new employee must complete and sign section one of the Form I-9 within three business days of hiring. The employee must also provide proof, as listed on the form, of his or her identity and employment eligibility. Non-permanent residents may be required to re-verify the work eligibility status prior to expiration of their originally submitted documents.

## **EXPENSE REIMBURSEMENT**

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with State Accounting policy. All expense requests must be pre-approved by an employee's supervisor or member of management. Requests for reimbursement should be made within 30 calendar days from the date the employee incurred the expense.

## **SEVERE WEATHER POLICY**

Agencies and departments of the State of Nebraska have a statutory responsibility under Nebraska Revised Statute §81-113 to be open for the transaction of business from at least 8:00 a.m. to 5:00 p.m., Monday through Friday.

With the safety and welfare of employees as a concern, employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions if severe weather occurs. If an employee chooses not to report to work due to severe weather conditions, they should follow their supervisor's instructions or usual protocol for reporting their absence.

Employees choosing not to work during adverse weather conditions will be required to use accrued vacation leave, earned compensatory time, leave without pay, or request to adjust their time within the same work week.

## **EMERGENCY WORK CONDITIONS**

Administrative Services has emergency plans in place in the event that an employee's physical work location cannot be used. (i.e., acts of nature, catastrophic events, bombings and/or bomb threat, epidemics, etc.) Employees should make themselves familiar with the Continuity Of Operations Plan (COOP) for their work area so they are prepared in the event of an emergency. Employees who are deemed as "essential staff" will follow the appropriate COOP plan, including potentially reporting to an alternative worksite. This time will be compensable as regular work time. All other employees may be placed on a ready-to-work status by their manager or supervisor. This means that he/she is ready and available to be called back to a work location at any time. Employees in a ready-to-work status will be compensated. Employees will perform any State business possible during this status.

## **REFERENCE POLICY**

Reference requests for current and/or former employees of the organization should be directed to the Human Resources Department to make the appropriate response which generally includes position held, dates of employment, and last or current rate of pay.

If an employee/former employee provides a written authorization to release additional information, only documented information in the official personnel file will be released. Only a Human Resources representative is authorized to provide information on behalf of the employee/former employee.

Documented information in a current or former employee's personnel file will be shared with other State Human Resources staff upon request when a current or former employee has applied for a position in another division/agency in accordance with Chapter 12 of the Classified System Personnel Rules and Regulations.

If an individual employee is listed as a personal or professional reference, the employee may provide a response, keeping in mind the information given is based on personal knowledge of the individual and is not based on the employee's official capacity of the organization. Employees contacted in this regard should ensure they state that their response is a personal opinion and does not necessarily represent the views of management.

## **WEAPONS/FIREARMS**

Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of or used to produce death or bodily harm. Employees are expected to report these circumstances to their supervisor or a member of management.

## **BREASTFEEDING**

Supervisors and managers shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each work location will provide a private space, i.e. "mother's room" conducive to successful breastfeeding or expressing of breast milk by employees who choose to do so. The space should include a lockable door, table, comfortable chair and electrical outlet. It should also be close to an area for washing hands and rinsing equipment.

## **PERSONS IN THE WORKPLACE**

Individuals not involved in business activity of the organization are not allowed in work areas. Exceptions would be family members or friends who drop by occasionally for short visits. Children are welcomed, but extended visits in the immediate work area are not allowed. Reception areas or public break rooms may be used if children or other individuals are waiting for an employee for an extended time.

## Chapter 8 – Attendance and Work Schedules

### ATTENDANCE EXPECTATIONS

Regular and reliable attendance is an essential job function. Absenteeism and lateness impede our ability to carry out our mission and can cause an undue burden on others and create morale issues. Employees are expected to report to work promptly, as scheduled.

Employees are responsible to report lateness and/or absences in accordance with the arrangement made by the supervisor, whether by email, text, phone or other approved communication means and are also expected to provide an acceptable reason for the absence or lateness. Employees should also indicate the time or date they expect to arrive and/or return to work. The supervisor may request documentation for any absence when the reason was a medical or dental appointment or there is suspected sick leave abuse. Substantiating evidence may be required if the sick leave absence exceeds three consecutive workdays.

Excessive lateness and unexcused absences may have an impact on transfer or promotional opportunities and may result in disciplinary action.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. Employees who no-call/no-show may be subject to discipline up to and including termination of employment.

### JOB ABANDONMENT

Employees who fail to report to work or fail to contact their supervisor for three consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the end of the third workday and initiate the process to discipline and potentially terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

### VACATION LEAVE

Vacation leave must be scheduled with one's supervisor in advance and in accordance with the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations.

### SICK LEAVE

Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness which is suspected sick leave abuse may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

When using sick leave in order to attend a medical appointment, employees shall seek approval from their supervisor 30 days in advance when possible.

## **REST PERIODS/BREAKS**

All employees may be granted a 15-minute rest period during each one-half shift. A one-half shift will not be less than four hours. The rest period will be scheduled at approximately the middle of each one-half shift. Administrative Services retains the right to respond to emergency situations by not allowing a rest period. Rest periods will not be cumulative and will not be taken within one hour of coming to work; the lunch period; or one hour before the employee leaves work, unless prior supervisory approval is given. Rest periods are considered work time.

## **MEAL PERIODS**

All employees working more than a four-hour shift will be granted an unpaid meal period of at least thirty minutes but no longer than one hour in duration. Where practicable, the meal period will be scheduled approximately in the middle of each working shift. Requests to adjust the schedule for a day, which allows employees to work through a meal period, may be approved in advance with mutual agreement between the supervisor and the employee. Meal periods will not be taken within one hour of coming to work nor one hour before the employee leaves work. Meal periods are not allowed to be taken while the employee is performing work related duties. Every effort should be made to take the meal period away from the immediate work area.

## **WORK SCHEDULES**

An employee's work schedule is defined as the assigned work hours including stop and start time, days of the week worked, days off, any shift rotation, and scheduled meal breaks. Employees are expected to work their schedule on a regular and on-going basis. Permanent changes to an employee's work schedule will be made in accordance with the NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable, and must be approved by the supervisor.

Supervisors may approve temporary or one-time changes to start, stop, and lunch times and/or days worked without altering the employee's regular schedule.

## **FLEX SCHEDULES**

Administrators and managers may use flextime to meet the needs of the work group as well as the individual employee. Flextime allows an employee to work the regularly scheduled number of hours in a week but have a fluctuating start and stop time outside the core office hours of 8:00 am to 5:00 pm, Monday through Friday as outlined in the Nebraska Revised Statutes §81-113. Administrators and managers reserve the right to fluctuate an employee's flextime schedule to meet emergency situations or to have the employee attend mandatory divisional meetings. The flextime agreement will remain in force until written notification is given to the employee at least ten (10) working days prior to a schedule change in hours or days worked. Flextime agreement forms can be obtained through Human Resources staff or the Human Resources Department's website.

Flex schedules will not allow a full time employee to start work after 9:00 am or leave work before 3:00 pm. Any flex schedules that start prior to 7:00 am or any that would end after 6:00 pm will need additional approval from the Human Resources Administrator.

Flex schedules are not available for employees that work shifts in a 24 hour work unit.

## **ADJUSTED TIME**

Administrative Services employees may request from their immediate supervisor a non-permanent adjustment to their daily work schedule. Adjusted time will not be taken in advance and all adjusted time must be completed in the same workweek. Requests will only be granted when they do not disrupt the operations of the work group and/or Administrative Services.

## Chapter 9 – Pay and Classification

### TIME REPORTING

Employees are expected to accurately record their time worked and leave usage in a timely manner to ensure smooth payroll cycles. Supervisors are expected to approve or deny time cards in a timely manner. Non-exempt employees are not to work “off-the clock”.

### PAY PERIODS

You are paid on a biweekly pay cycle. The biweekly pay dates are every other Wednesday. There are two pay cycles during the year when there are no deductions except for federal and state withholding taxes, Social Security, credit union and retirement deductions. You may notify the Human Resources Department for any changes of address, marital status, number of dependents, or any other qualified events which may affect your payroll or benefits if assistance is needed. However, employees may change addresses, marital status, emergency contact information and number of dependents in the Employee Work Center, which can be accessed through <http://link.nebraska.gov>.

### PAY RECORDS

You can access your earnings record through Employee Self Service in the Payroll and Financial Center (PFC). It is your responsibility to check your earnings record for accuracy and you should retain this information for your personal records. In the event that a discrepancy occurred, please notify the Human Resources Department as soon as possible.

### PAYDAY

Wage payments will be made using an electronic direct deposit to one or more financial account(s) designated by you, or by means of an electronic deposit to a payroll card. A payroll card operates like a debit card and no credit check or bank account is required. You choose the method that best works for you. Contact the Payroll Coordinator for more information about direct deposit and payroll cards. Direct Deposit can also be set up or changed by employees through the Employee Work Center.

The organization pays employees on a bi-weekly basis which runs from Monday at 12:01 AM through the following Sunday at 12:00 AM and consists of a two week period.

### PAY INCREASES

Pay increases for NAPE/AFSCME covered employees are negotiated every biennium and the amounts can be found in the contract documents. Pay increases for classified non-contract employees are determined each year by the administration.

## WORKWEEK

Unless otherwise waived and/or changed and documented through collaboration with the Human Resources Department, the organization's workweek begins on Monday at 12:01 AM and ends on Sunday, 12:00 AM, midnight. Full time employees eligible for overtime are expected to account for a total of 40 hours of work, leave, or a combination of each per week.

## OVERTIME

Employees classified as non-exempt will receive compensation at one and one-half times their regular rate of pay for each hour over 40 **worked** in the designated workweek. Vacation and sick leave are not considered hours worked. Holidays are counted as hours worked. Employees are not allowed to "flex" hours from one work week to the next. However, employees may flex hours within the designated workweek with their supervisor's approval.

Employees are responsible to obtain supervisory and/or management approval prior to working any overtime hours.

## COMPENSATORY "COMP" TIME

In lieu of overtime, and with supervisory approval, employees may accrue compensatory ("comp") time off. The organization reserves the right to pay comp time balances out at any time. Comp time accruals are not to exceed 20 hours per employee, unless a greater balance is approved by the Agency Director. Any requests to exceed the 20 hour allowable balance should be made through a Supervisor to the Human Resources Department who will consult with the Agency Director and respond accordingly. Use of comp time hours does not count toward the calculation of hours worked for overtime purposes.

Employees are responsible to attain supervisory and/or management approval prior to accruing comp time hours.

Between December 25th and December 31st each year, employees may request to receive payment for unused compensatory time by notifying the Human Resources Department in writing. Supervisors and managers are responsible for monitoring use and accrual of comp time.

## JOB CLASSIFICATION

Your position is assigned to a classification and a corresponding pay line established by the Department of Administrative Services, State Personnel Division. Management may request a classification review of your position at any time. Additionally, you may request a classification review of your position if you believe you are classified incorrectly. Contact your supervisor or a Human Resources Department representative if you wish to pursue this option.



## Chapter 10 – Workplace Safety & Security

The organization values your safety and that of your co-workers. Communicating with your supervisor or employees about workplace security and safety can be your best bet to keeping the workplace safe. The following policies have been put in place to not only protect you, but your fellow employees.

### VIOLENCE IN THE WORKPLACE

The organization's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate will not be tolerated. State Resources may not be used to threaten, intimidate, stalk or harass anyone at the workplace or outside of the workplace.

Examples of workplace violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property or throwing objects
- Verbal or written threats - any expression of intent to inflict harm
- Harassment that includes behavior that alarms, verbally abuses or is known to be inappropriate
- Verbal abuse such as swearing, insults or condescending language
- Physical attacks such as hitting, shoving, pushing or kicking

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating or other disruptive behavior should not be ignored and should be reported to your supervisor or the Human Resources Department.

The Human Resources Department will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible and retaliation against anyone making a good faith report will not be tolerated.

Anyone found to be responsible for threats of, or actual violence or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

**Restraining Orders:** Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area.

### SECURITY IN THE WORKPLACE

Security is everyone's responsibility. The following are a few reminders that you can use to preserve a safe and secure environment.

- Keep your valuables with you or secured in a locked desk or cabinet
- Check the ID or work order of any repair person, sales person, or inspector who wishes to enter a secured or employee-designated areas
- Always carry your keys and ID access card with you
- Report suspicious persons, packages, mail or activity to your manager or supervisor
- Please review the Violence in the Workplace Policy contained in this handbook for additional information

## **ID ACCESS CARDS, ACCESS SYSTEMS AND WORK AREA ACCESS**

Some work areas require ID access cards or codes for entry into buildings and restricted areas. If your location has an access system, Human Resources staff, your manager, or supervisor will coordinate issuance of an appropriate ID access card or code for you. Your ID access card or code is for your personal use only. Sharing it with other employees or non-employees represents an unauthorized security breach that may subject you to disciplinary action up to and including termination.

In the event your ID access card is lost or stolen, immediately notify the Human Resources Department or your manager or supervisor. You will be issued a new ID access card, possibly at your own expense.

Employees must obtain prior approval from a manager or supervisor when accessing buildings or work areas after core work hours. After approval, Human Resources staff, your manager or supervisor will ensure that access to the required buildings and/or work areas is acquired.

## **COMPUTER AND PASSWORD SECURITY**

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the State of Nebraska's entire network. In addition, you are responsible for taking the appropriate steps to assure your passwords are secure and kept safe. All passwords are to be treated as sensitive and confidential information.

Here is a list of "don'ts":

- Don't reveal a password over the phone to ANYONE
- Don't reveal a password in an email message
- Don't reveal a password to your supervisor or other management except upon separation of employment
- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g., "my family name")
- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't reveal a password to co-workers while on vacation

## **DRUG & ALCOHOL FREE WORKPLACE**

The organization is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

For purposes of this policy, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use is controlled by the government. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP and crack. They also include illegal use of "prescription drugs" which have not been legally prescribed for the individual.

The manufacture, possession, distribution or use of controlled substances and/or alcohol in the workplace by its employees and by those who engage or seek to engage in business with the State is prohibited.

Workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots; storage areas; owned or leased vehicles and equipment wherever located, and whether or not they are in the control of the State. Any employee found violating this policy and/or convicted of violating any criminal drug statute while in the work place will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution.

There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while on the job, while representing Administrative Services in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any Administrative Services employee will be required to report within five calendar days any criminal drug statute arrest(s) or conviction to his/her immediate supervisor. The supervisor will immediately report such conviction to an administrator, manager and to the Human Resources Department. If the work group where this employee works is a grantee of federal funds, the Agency Director, or designee, will notify the federal granting agency, if it is a requirement of the federal grant and terms of the plan, after receiving notice of that employee's drug statute conviction.

All newly hired temporary and permanent employees of Administrative Services will receive a copy of this policy contained in the Administrative Services – Workplace Policies and Procedures Manual during New Employee Orientation. A signed Drug and Alcohol Free Work Place Policy statement of understanding will be maintained in the employee's personnel file.

**Reasonable cause testing:** Administrative Services employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while on duty or in the workplace.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to the following examples:

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements or breath odors)
- A work related accident or near accident which indicates employee fault
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration
- Marked changes in behavior or erratic conduct
- Deviations from safe working practices
- Credible information received from a reliable person with firsthand knowledge
- Smell of alcohol, marijuana or other drug

All determinations and documentation concerning reasonable suspicion need to be made by at least one supervisor and one Human Resources Representative.

**Drug/Alcohol Testing Procedures:** Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while on duty or on work premises, may be directed to undergo drug/alcohol testing. All supervisors involved in this determination will document the events surrounding this reasonable suspicion.

The final decision to direct the employee to undergo drug/alcohol testing will be made **in collaboration** with the Human Resources Department. If an employee is referred for testing, all efforts will be made to transport the employee with at least two supervisors to the nearest testing facility. The employee will be required to provide a blood, breath or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation.

After the testing is complete, the employee will not be returned to work or allowed to drive themselves home. Accompanying supervisors will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

**Refusal to test:** An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab of a specimen which has been altered will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol, and who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

**Negative Test Results:** If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

**Testing locations and providers:** The testing sites for Administrative Services employees are:

<b>Lincoln</b> Saint Elizabeth Company Care Monday – Friday 7:30 AM to 4:30 PM 1000 W. “O” Street Lincoln, NE 68528 Phone: 402-475-6656	<b>North Platte</b> Nicholson & Associates Door-To-Door Service Business: 308-534-5528 Cell: 308-530-1101
<b>Omaha</b> Nicholson & Associates Door-To-Door Service Business: 402-291-6657 Cell: 402-669-9495 Pager: 800-336-7032	<b>Scottsbluff</b> Regional West Medical Center Available 24 hours, 7 days per week 4021 Ave “B” Scottsbluff, NE 69361 Phone: 308-635-3711
<b>Grand Island</b> Nicholson & Associates Door-To-Door Service Business: 308- 485-4199 Cell: 308-390-2852	

## WORKER COMPENSATION/INJURY REPORTING

The organization provides worker compensation insurance for employees who are injured at work or while conducting organization business. If you have an accident or are injured on the job, you must report the incident immediately to your manager or supervisor or the Human Resources Department. Employees should not seek medical care on their own unless it is an emergency. Employees must notify their supervisor prior to seeking non-emergency medical services from a doctor, hospital, or pharmacy for a work-related injury.

The forms listed below must be completed as soon as practicable, but no later than 24 hours after the incident and forwarded to the Human Resources Department as soon as practicable:

- Employee Injury/Incident Report so that a proper investigation into the cause of the injury can be determined
- Form 50 (Choice of Doctor Form), which is the form through which the employee chooses which physician they wish to seek treatment from regarding their work related injury

Forms are available through the Human Resources Department, Human Resources Department website, employee managers or supervisors.

Employees seeking medical treatment as a result of a job related accident or illness should also provide a Release to Return to Work Status form from the treating health care professional. A Return to Work Status form is also required after each appointment in the event additional appointments are needed.

Employees who are unable to work due to a workplace injury that has been deemed compensable by the Worker's Compensation carrier may use up to five incidents of injury leave. \*

\* INJURY LEAVE IS NOT AVAILABLE FOR EMPLOYEES IN POSITIONS COVERED BY THE ENGINEERING, SCIENCE AND RESOURCES ("E") BARGAINING UNIT.

## **MODIFIED WORK DUTY**

Our goal for the well-being of both employees and the organization is that employees return to work as soon as possible to help maintain the employee's salary and benefits. This may mean placing an employee on a temporary modified duty status. A Return to Work Status form will be required from all employees returning to work after an injury (on or off work), major surgery, maternity leave or other temporary illness or condition that affected the employee's ability to perform the essential job functions of their position. Human Resources staff will work closely with both the employee and their supervisor to develop a temporary modified duty job description based on physical restrictions reported by a medical professional on the Return to Work Status form, and any available workplace accommodations.

# Chapter 11 – Respect In The Workplace

## OVERVIEW

It is the policy of the organization to treat all persons fairly, and with dignity and respect. Several policies below outline expected and prohibited behavior in the organization. In addition, as an employee of the organization, you have certain rights. The following sections provide a general guide to state and federal employment rights. Any specific questions about these rights can be directed towards the Human Resources Department.

## EQUAL EMPLOYMENT OPPORTUNITY

The organization provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the organization prohibits discrimination in any employment action and in the workplace against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The organization also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability or veteran status or any other status' protected by state and/or federal law. Such harassment includes, but is not limited to verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Supervisors or managers who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

## DISABILITY ACCOMMODATIONS

The organization's policy is to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position. The Human Resources Administrator is responsible to coordinate and oversee employment activities related to ADA/ADAA compliance.

Employees may request an accommodation at any time verbally, or in writing. Employees are encouraged to complete and submit an Employee Accommodation Request form which can be obtained via the Human Resources website or from a Human Resources staff member. Supervisors and managers who receive such a request (verbal or written) should contact the Human Resources Department as soon as possible for guidance. Each request will be examined and a determination will be made through collaboration of the Supervisor, the Human Resources Department and also the Agency Director or designee if appropriate.

Medical and disability information is confidential, and this also includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Supervisors and managers may not disclose information concerning another employee's disability, request for, or actual accommodation.

The organization will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be handled through the Human Resources Department, which is responsible for processing all requests for reasonable accommodation on behalf of the organization.

Employees who report disability or ADA concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Supervisors or managers who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

## **SEXUAL HARASSMENT & BULLYING**

### **Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. There are two types of sexual harassment. The first type, quid pro quo (or “this for that”), occurs when the employee’s submission to or rejection of sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the agency’s services
- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes
- Verbal abuse of a sexual nature
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person’s body
- Insulting or obscene comments or gestures
- Display of sexually suggestive objects or pictures in the workplace

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe that they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the offending employee’s manager, a Human Resources representative or his or her own supervisor.

Supervisors or managers who receive complaints of sexual harassment should immediately contact a Human Resources representative. Supervisors or managers who knowingly permit sexual harassment shall be subject to discipline. Any reported allegations of harassment will be investigated promptly by Human Resources staff.

### **Bullying**

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Employees are prohibited from bullying other employees whether or not the incidents occur on employer premises and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual which is important. Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities; persistent ignoring or interrupting another; deliberately excluding an individual or isolating them from work-related activities (meeting invites, etc.)
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text or other digital communication method
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines, repeatedly accusing someone of errors which cannot be documented; purposefully overloading or under-loading another's workload; withholding information

Bullying should be reported to your immediate supervisor and/or the Human Resources Department for proper investigation. Supervisors or managers who knowingly permit or ignore bullying in the workplace will be subject to disciplinary action up to and including termination of employment.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is a supervisor holding employees accountable to work standards and/or behavior or performance expectations. Additionally, neither is supervisors imposing legitimate counseling or discipline based on documented facts of sub-par performance, sick leave abuse and/or policy violations.

### **Retaliation Prohibited**

Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with, an employee or co-worker. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above is prohibited and may result in discipline up to and including termination of employment. Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.



Any retaliation should be reported to your immediate supervisor and/or the Human Resources Department for proper investigation. Supervisors or managers who knowingly permit or ignore retaliation will be subject to disciplinary action up to and including termination of employment.

# Chapter 12 – Employee Development & Performance

## OVERVIEW

The organization encourages employee growth and development to the maximum extent possible. This chapter outlines the mechanisms by which employees can gain added knowledge, skills, abilities and competencies.

## PERFORMANCE EVALUATIONS

Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. Supervisors are responsible for accurately assessing and completing a performance evaluation for each employee. Employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

An employee may, if they wish, upload and attach a separate document containing written comments to their evaluation within 30 days of completing the review.

The organization utilizes the centralized Performance Management System to conduct performance evaluations. This system is accessed through the Employee Development Center found at <http://link.nebraska.gov>. Employees should receive an annual performance review at the end of the original probation period and annually, on or around their continuous services date. Employees will be notified to begin their evaluation process via a system generated email.

Additionally, Off-Cycle evaluations can be initiated by an employee's supervisor or manager when deemed necessary because of dramatic changes in performance. The Human Resources Department should be contacted for assistance.

If an employee refuses to provide an electronic signature the manager should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. The Human Resources Department is available for consultation in the event this occurs. Supervisors should remind the employee that *a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.*

In the absence of a performance appraisal, employees are considered to be in good standing.

## TRAINING POLICY

### Training Philosophy

Administrative Services offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Human Resources Department coordinates training programs and is responsible to maintain training records for the organization. Managers and supervisors are responsible for identifying training needs and coordinating with the Human Resources Department regarding those needs.

Training may be:

1. Required: mandated by federal, state, or organization policy, as well as by the manager or supervisor
2. Recommended/Agency Sponsored: at the request or assignment of the immediate supervisor or manager, most likely job-related courses
3. Optional: courses that provide employee personal development and growth

Training includes programs that lead to:

- Improved work performance
- Ability to assure increasing responsibilities within the organization
- Meet the goals of the work group or organization
- Personal growth and development

Employees are expected to attend training and actively participate in the learning process once approval to participate has been given.

All employee requests for training are to be approved in advance by an employee's immediate supervisor.

Some positions or training courses may involve testing and/or certification. Tests and certification requirements are noted in the course descriptions. Costs for certification may be paid by the organization if it is job related.

### Employee Development Center (EDC)

The organization uses the Employee Development Center (EDC) for training related events, resource materials, and records. The EDC provides employees with a single system in which to view class schedules, course descriptions, register for classes within the organization training programs, and manage their training transcripts. The EDC requires approval of the immediate supervisor for any request to attend or complete training, unless Human Resources staff has set the content as "pre-approved". Supervisors should contact the Human Resources Department for a recommendation of whether the requested or assigned training is job-related or not. Once the online approval process is complete, the employee will be added to the course roster, or provided access to the online course.

### Training Costs

Some courses are free and others have a charge. All charges related to training must be pre-approved by the administrator or manager. Some courses may be required by the organization or your supervisor, some may be recommended, and others are not job related but can be taken by employees for personal development and growth. If the content is required, the organization will pay costs of the training as long as the content has been approved by a supervisor.

### Compensable Time

Time spent in trainings required or recommended by the organization will be considered work time and shall occur during an employee's regular work schedule. Employees may be automatically enrolled or asked to enroll in courses that are required by the organization or supervisor, and prior supervisory approval is not needed. These courses will be listed on the employee's home page as well as in their transcripts in EDC with a deadline date for completion.

Recommended/Agency Sponsored training is recommended by the employee's supervisor and is considered to be job related. Training will either be requested by the employee or assigned by a supervisor or a Human Resources representative. Supervisory approval will be given electronically once the employee is enrolled. Time spent taking required and/or recommended/agency sponsored training shall be done during work time.

### Registration

All employees have access to the EDC. Employees will use this computer process to review available courses, register for classes, and complete online classes and exams.

Course Cancellation or Withdrawal – Online courses can be started and stopped at the employee's convenience; therefore, withdrawal from an online course should not be necessary.

Employees are expected to attend *on-site classroom instructor led classes* for which he or she is registered. The organization will be billed the cost in the event of an absence. Contact the Human Resources Department to determine if a substitute can attend.

### Tests

Some online courses in the EDC require the completion of a test or quiz. Unless otherwise noted, all tests for online courses must be passed with an 80% or better grade. The test must be retaken until the minimum passing score is achieved to receive credit for the course.

### Use of State Equipment

Employees may use state computer equipment to take online training that is required and/or recommended.

### External Training

Training taken from an outside venue such as a conference should be uploaded into the EDC so that it shows on your transcript. Human Resources staff can assist with this function.

## TUITION REIMBURSEMENT PROGRAM

Administrative Services encourages employees to pursue formal education that will improve their skills and abilities for the position which the employee was hired to perform or to qualify him/her for career advancement within Administrative Services.

Permanent employees who have completed their original probationary period and meet satisfactory job performance standards are eligible to apply for assistance.

Tuition reimbursement is limited to courses provided by accredited or approved institutions of higher learning, and does not cover any books, lab fees, travel, meals, or other fees associated with testing, licensing, and/or certification. Courses taken for academic credit and/or towards a completion of a degree must be approved through the Agency Director and the Human Resources Department.

Courses taken at a college or university required by the agency/division and not required to obtain a degree are generally considered training. If an issue arises as to the questioning of whether or not something would be considered training vs. tuition reimbursement, contact the Human Resources Department.

**Degree Programs:** For permanent employees enrolled in a degree program, the degree must have a direct relationship to the current job responsibilities or to career development opportunities within the organization in order to be approved for reimbursement. This program is limited to Associate's, Bachelor's and Master's Degree programs. Doctorate level courses are not eligible for the Tuition Reimbursement Program.

In collaboration with the Human Resources Department, the Agency Director has sole discretion to determine whether a course is job related or enhances performance/promotion potential. Only courses specified in the core curriculum for the declared major or certificate program will be approved. In order for a course to be approved, it must meet the following criteria:

- Degree must have a direct relationship to the current job responsibilities
- Improves the services which the employee was hired to perform or would be relevant for the employee's career development or advancement within Administrative Services
- The course **must not** be available through any regular organizational training program
- It **may not** be workshops, conventions or seminars

**Required Course(s) Needed to Perform Duties:** Organizational permanent employees, with the review and approval of the Agency Director and Human Resources Administrator, may attend a course of instruction through an accredited university, college, technical school, or community college, that an employee is required to complete in order to retain their employment with the organization. Such requirements to retain employment would be job specific credentials, licenses, certificates, etc., that are mandatory to perform the essential duties of the position.

**Courses for Personal Advancement - Not Related to a Degree Program:** Organizational permanent employees may attend personal advancement course(s) voluntarily. Since these courses are not related to a degree program, they **are not** available for reimbursement through the Tuition Reimbursement Program.

**Program Reimbursements:** The reimbursement rates of tuition per credit hour will be no higher than the current per credit hourly rate for the University of Nebraska – Lincoln resident students. Tuition reimbursement will be limited to one class per semester or term or quarter. Employees successfully completing approved course(s) with a grade of “C” or better, or “Pass” for a Pass/Fail course will be reimbursed for the tuition rate as approved on the “Tuition Reimbursement Application” and will not be reimbursed for any fees, cost of books or any other costs associated with the course. An employee who fails to successfully complete an approved course with a grade of “C” or better and/or receives a “Fail” for a Pass/Fail course will not be reimbursed. The employee must complete and submit the State of Nebraska – Expense Reimbursement Request form and attach to this form documentation of receiving a grade of “C”, or better, and/or a “Pass” for any approved course(s) and documentation of the final tuition receipt paid by the employee to the Human Resources Department to begin the reimbursement process.

Budgetary constraints may cause tuition reimbursement requests to be denied.

**Application for Assistance:** Prior to the class starting date, the employee must initiate and complete a "Tuition Reimbursement Application". For degreed programs, the completed application form must have attached a course description and the core curriculum from the academic advisor for a degree program for final determination. For required courses and courses for personal advancement, a course description must be attached to the application. All required documentation is to be forwarded to the administrator or manager for recommendation. If the recommendation is favorable, the administrator or manager forwards the application and required documentation to the Human Resources Department. Final determination on all requests will be made in collaboration between the Agency Director and the Human Resources Department.

Tuition Assistance requests denied by the Human Resources Department and/or from the Agency Director are final and are not grievable issues. All original approved or denied requests for tuition reimbursement will be retained at the Human Resources Department.

## **COURSE ATTENDANCE**

Employees enrolling in a course may do so either by correspondence or attendance at classes during non-working hours. Attending course(s), or course related activities, during working hours will not be approved, unless attendance in the course work is directed by the administrator or manager in order for the employee to maintain credentialing, licensing, certification, etc., for their position.

## **OTHER FINANCIAL ASSISTANCE**

Employees eligible for other educational reimbursements through governmental grants or other financial programs will use the grants/programs first. If the cost of an approved course is more than the amount available from these sources, the organization may reimburse the employee, using the same criteria on percentage reimbursements, of the remainder of the tuition balance. If student loans are used by the employee, the employee is only reimbursed for the approved tuition rate as each class is completed and not a percentage of the total student loan at the time of approval or at the time of paying back the student loan.

## Chapter 13 – Employee Recognition

### OFF THE BEATEN PATH

The Administrative Services Employee Recognition Program, Off the Beaten Path, a Celebration of Leadership is designed to actively seek out employees at all levels who are demonstrating and advancing the mission, vision, and values of Administrative Services. By recognizing people in our organization who exceed our expectations and demonstrate high levels of customer service, innovation, and leadership, we clarify our organization's priorities and create role models for other employees. Moreover, employees appropriately and adequately recognized feel valued and are more likely to remain with and support the mission of Administrative Services.

#### Award Categories

- At Your Service—
  - For employees providing relentless customer services
- Climbing Mount Everest—
  - For employees that lead projects through thick and thin and arrive at the best possible results for the State of Nebraska
- Helping Hand—
  - For those employees exhibiting extraordinary teamwork
- Pioneering Spirit—
  - Honors our organization's innovators
- Project of Merit—
  - For the projects that represent the best that the organization can do
- Relationship Architect—
  - For employees that bring out the best in others to create positive working relationships

For recognition to have the most impact, it needs to occur in a timely fashion. For this reason, nominations must be submitted within one year of the completion of the project, or the action of the individual, to be considered eligible for formal recognition. To be recognized, employees should be in good standing and have received a minimum rating of "satisfactory" on the most recent performance appraisals.

This recognition program will acknowledge and honor an Administrative Services permanent or temporary employee and/or a team for contributions and accomplishments within the workplace that have a significant and positive impact on the vision and mission for Administrative Services.

### GOVERNOR'S EMPLOYEE AND MANAGER OF THE YEAR NOMINATIONS

Administrative Services participates in the Governor's Employee and Manager of the year recognition program. A review of the previous year's winners through the Off the Beaten Path program is conducted by the recognition committee, who presents a list of recommendations. Recommendations are reviewed, and final determination will be made by the Administrative Services Director. Selection of the Employee and Manager of the year will be based on performance, considering such factors as exceptional customer service, accountability, initiative, communication, code of conduct, teamwork, and leadership.

Administrative Services will have two "Employee of the Year" awards and two "Supervisor/Manager of the Year" award winners each year. The four recipients will each receive a \$500.00 award.

## RETIREMENT PARTIES

Work groups may want to celebrate an employee's tenure with Administrative Services when they retire. The Human Resources Department will make a request for a retirement party to State Personnel after the following information has been submitted from the administrator or manager:

- Anticipated cost (no more than \$3.00 per person)
- What is planned to be served; for example, cake, punch, coffee, mints, nuts, etc.
- And other expenses such as decorations, signage, and tableware

Please do not send your requests to State Personnel on your own. The Human Resources Department will facilitate these actions, as we usually confer with the Agency Director and seek consistency across the organization.

Lastly, the Human Resources Department occasionally receives questions regarding whether or not a party or open house can be held for employees who have resigned for another position elsewhere. At this time, the policy only covers retirements.

## Chapter 14 – Discipline Policy/Process

The organization makes every effort to help each employee become and remain an efficient, productive and satisfied worker. Disciplinary actions are those actions taken by management in response to an employee's failure to meet the standards, objectives, or rules of the organization. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations
- All employees may be disciplined for violating organization work rules and policies including those contained in this manual, federal or state laws and rules and regulations in addition to reasons listed in the NAPE/AFSCME and State of Nebraska Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable

The Human Resources Department serves as a resource that shall be consulted before proceeding with the disciplinary process including pre-disciplinary notices. The Human Resources Department serves in an advisory capacity to management to ensure procedures are followed; appropriate action is taken, and if needed, provide alternative solutions to issues.

When the disciplinary process is to be utilized, signed copies of all pre-disciplinary notices and disciplinary actions must be sent to the Human Resources Department to be filed.

When determining the level of discipline to be administered, the decision will be made based on the severity of the offense, previous disciplinary history and past practice for similar offenses. Discipline will range from a written warning to termination.



## Chapter 15 – Complaint Resolution

### INTERNAL COMPLAINT PROCESS

Non-grievable complaints may be dealt with informally. You are encouraged to bring concerns directly to your immediate supervisor for discussion and resolution. If you are not satisfied with the supervisor's response, you are encouraged to submit your concern to your administrator or manager, who should respond within 15 days. If you are not satisfied with your administrator or manager's response, you may forward your concern in writing to the Agency Director, who should also respond within 15 days. Timeframes may be extended if necessary. The Agency Director's decision is final and is non-grievable.

Concerns regarding harassment, discrimination and/or bullying should be directed to the Human Resources Department for appropriate investigation.

### GRIEVANCE PROCESS

The grievance process was developed as a means for employees to formally present their complaints to management. Grievances are filed after informal attempts at complaint resolutions are unsuccessful. An employee is not required to utilize the informal complaint process prior to filing a grievance.

#### Grievance Rights

All employees except temporary, discretionary non-classified, and those employees who are on original probation have grievance rights.

#### Grievable Issues

Grievable issues are decisions which are believed to be the result of an injury, injustice, or wrong doing involving the alleged misinterpretation and/or misapplication of rules, regulations, or the labor contracts.

All disciplinary actions are grievable. Verbal counseling is not discipline and is not grievable. The following areas, when accomplished in compliance with established law, rule or policy, are examples of non-grievable issues (this list is not all inclusive):

- Performance evaluations
- Organization appointments including promotions to (Rules) positions
- Involuntary transfers not requiring the employee to relocate, with no salary reduction
- Leave of absence decisions
- Payment of moving expenditures
- Merit increase allocations
- Position reclassification, with no salary reduction

Matters which address harassment or discrimination may be pursued through the Human Resources Department.

#### Grievance Procedures

There are two separate, although similar, processes for filing an employee grievance appeal. One process of filing a grievance appeal is for employees whose position classification is covered by the NAPE/AFSCME Labor Contract. The grievance will be heard at the organization level for Step 1 and Step 2 appeals. The employee can choose to have the matter heard by a hearing officer appointed by the State Personnel Board, or to have the matter heard by an arbitrator. This process is outlined in the NAPE/AFSCME and State of Nebraska Labor Contract.

The other process is for employees whose position classification is covered by the Classified System Personnel Rules and Regulations. The grievance will be heard at the organization level for Step 1 and Step 2 appeals. Should the employee choose to appeal to Step 3, a hearing officer may be appointed by the State Personnel Board, and such hearing officer holds an evidentiary hearing; or the Board itself may hold a hearing on the issue being grieved. The Board hearing process is outlined in the Classified System Personnel Rules and Regulations.

### Grievance Effects

Filing a grievance does not delay the effective date of any management action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No employee shall be coerced by any organizational employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

## Chapter 16 – Separation of Employment

Separation of employment within an organization can occur for several different reasons, listed below.

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 work days), preferably in writing, to facilitate a smooth transition out of the organization. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Agency Director.
- **Retirement:** Employees who wish to retire are encouraged to notify their supervisor or a member of management and the Human Resources Department in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Involuntary Termination:** Employees who have been terminated through the discipline process or on original probation may be involuntarily terminated from their employment with Administrative Services. Please refer to the NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition or other factors a reduction in force may be necessary. Please refer to the NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for processes and other information.

### OFF-BOARDING PROCESS

When an employee separates from our organization, the Human Resources Department will begin the off-boarding process. This process is used to ensure that all employees leave the organization in the most respectful, efficient and consistent manner. This process includes paperwork and an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including uniforms, tools, cell phones, keys, laptops, passwords and other State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

### REHIRE

Former employees who left Administrative Services in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment will be ineligible for rehire.

# Chapter 17 – Listing of Employee Forms

The forms listed below can be found on the organization's Human Resources website

[http://das.nebraska.gov/directors\\_office/ASHR\\_home.html](http://das.nebraska.gov/directors_office/ASHR_home.html)

## **Payroll/Deduction Forms**

- Direct Deposit
- Parking Application
- Parking Deduction Authorization
- Non-State Parking
- W-4
- AccelaPay Payroll Debit Card Sign-up

## **Other**

- Notification of Outside Employment
- Employee Accommodation Request
- Expense Reimbursement
- Tuition Reimbursement Application
- Flextime agreement forms

## **Retirement**

- Deferred Compensation Plan Enrollment
- Deferred Compensation Change
- Vesting Credit Application
- Voluntary Enrollment NPERS 1040 (State & county)
- PIN (Personal Information Number) Request

## **Catastrophic Leave**

- Request for Leave
- Donation of Catastrophic Leave

## **Classification/Compensation**

- PDQ-Position Description Questionnaire
- Confidential Questionnaire
- Supervisory Position Questionnaire

## **Worker's Compensation**

- First Report
- Change of Doctor (Form 50)
- Release to Work
- Supervisor's Accident Investigation
- Witness Statement
- 

## **Medical Leave**

- FMLA Request
- Insurance Coverage
- Release to Work

## **Employee Recognition**

- Employee Recognition Nomination
- Kudo's Card